

How to Use the FAC78 Moving & State Surplus Disposal Services Statewide Contract

Contract #: FAC78 Contract Duration: 06/01/2012 to 6/30/2016
MMARS #: FAC78* Options to renew: None
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This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP), and Small Business Purchasing Program (SBPP)

Contract Summary

PO-14-1080-OSD01-OSD10-00000001296

This contract covers Commercial Moving Services and State Surplus Disposal Services for moves of all sizes both intrastate and interstate. Contract Services include but are not limited to providing estimates, consultation service and scrap office furniture removals. Emergency storage during a move is also available. Labor is covered under Commonwealth Prevailing Wage Rates except for “school room furniture” moving (Topical Outline of Massachusetts Prevailing Wage Law 3/6/12 page 51).

Benefits and Cost Savings

- An RFQ process is required from 2 or more vendors that supports Best Value
- Vendors respond to requests for free written cost estimates within 72-hours of site visit
- Vendors offer special inside office cranes to lift and move file cabinets without damage
- Site Supervisors are available for each move supporting consulting, pre-move meetings and full move
- Consultation services include planning and relocation services for smooth execution of each move
- Vendors obtain all required permits and notify purchaser of their costs within the total quoted cost
- Vendors will pack, remove and transport Surplus Furniture within the total quoted cost

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

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Services purchased through this contract will be direct outright purchases. A purchaser is required to obtain quotes from multiple (two or more) Statewide Contractors prior to issuing a Purchase Order. Contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab.

All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract FAC78" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract FAC78 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Pricing and buying details:

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#). For more help, please contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

General Hint - One way to find this SWC is with "Advanced Search" entering FAC78 in the "Description" field.

Ordering process requires Quotes:

Buyers are required to provide a Statement of Work (SOW) to and obtain free quotes from multiple (2 or more) vendors to obtain "Best Value." They will be inclusive of proposed number of employees, size of vehicle(s), amounts of materials to be used; the number of hours detailed, the estimated number of days to complete the move, and estimated total move cost. Turnaround time for quotes will be no more than 72 hours from site visit. Before a Purchase Order is generated the cost estimate must be agreed upon.

This contract has been set up as a distributor model (solicitation enabled) Master Blanket Purchase Order (MBPO) in COMMBUYS. A Solicitation Enabled Distributor Model MBPO is a single MBPO that has multiple vendors listed as distributors. This allows you to solicit quotes within COMMBUYS, then award the best value bidder and place the order through COMMBUYS. To see contractors are listed on the MBPO - click the "Vendor" Tab, then click the "Distributors" Tab. Specific steps to follow to create the bid for quoting through COMMBUYS:

1. Start with a New Requisition - on the General Tab, fill in all required information and **make sure** to check off the **Solicitation Enabled** check box.
2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC78 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field.
3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Click on the "Vendor" Tab, then click the "Distributors" Tab, then select the vendors from whom you will solicit quotes.
5. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab is for internal reminders visible to those with Basic Purchaser access to COMMBUYS.
7. Review the Summary Tab, and then Submit for Approval.

8. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a Bid, go through all the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once all information is reviewed submit the Bid for approval. Once approved, send it to the vendors.
11. After quotes are received and evaluations of them are completed, awards and orders should be placed through COMMBUYS from the Bid.

Prevailing Wage Rates:

Vendors must pay Prevailing Wages for all moves except for “school room furniture” moving. While the Prevailing Wage rate schedule is posted as an attachment to the SWC, each purchaser is required to request their own Prevailing Wage rate for each moving job. Prevailing Wage rate information and forms can be found at Department of Standards. Purchasers must receive a certified payroll record from the vendor prior to paying any invoices.

The Purchaser (or, for the purposes of the statute, “awarding authority”) has a legal obligation to request a prevailing wage schedule from the [Department of Labor Standards \(DLS\)](http://www.mass.gov/dols) at www.mass.gov/dols. Any Purchaser that uses the contract will be considered the “awarding authority” and must request a prevailing wage schedule at the time of the engagement of the contractor for specific services or projects. In addition, contractors must agree to comply with the Prevailing Wage Law, as administered by the DLS. Questions regarding the Prevailing Wage Law may be answered by accessing the [DLS Website](http://www.mass.gov/dols) at www.mass.gov/dols or by calling the DLS Prevailing Wage Program at (617) 626-6953.

Travel Expenses:

Travel can be billed at a two (2) hour maximum. Purchasers are not required to pay for additional travel time over 2 hours.

Other Expenses:

No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the purchaser.

Additional Information

Geographic service and delivery areas

Contractors will provide the requested service(s) throughout the Commonwealth and other states as requested.

Statement of Work (SOW) purchaser requirements

- Provide Prevailing Wage sheets with the initial request for quote, which become part of the SOW.
- Specify the time and place for the move survey.
- Detail the service being provided and dates to be performed.
- Identify whether or not the location(s) have freight elevator access and if so are there any special procedures for scheduling it. Older buildings do not necessarily have either a passenger or a freight elevator. If it is a leased facility, the freight elevator is generally under the control of the landlord for scheduling purposes.
- Provide vendors with complete detailed lists of items to be moved, or approve lists drawn up by vendors on site visits, including dates/times that items that can be moved, special handling requirements, on site contact person and contact numbers/email, and any other special instructions.
- Purchasers cannot hold vendors responsible for items not specified on the purchaser approved list.

- The transportation and emergency storage during a move of confidential material and records should be identified with clear and specific security procedures in place. The use of locked and secure vehicles should be identified with continuous oversight, security and control specified. Specific requirements and/or protocols should be detailed to ensure confidentiality
- Vehicles may be inspected by purchasers to ensure that all vehicles used in these services will allow for property transported being in a closed van/truck with protection from weather elements.
- Padding will be used for all furniture and equipment and boxes used will be easily identified. Shrink wrap will be used for any open carts, unlockable cabinets or equipment with loose or movable parts.
- Waste removal and recycling services should be clearly stated along with same day cleanup of all areas involved in the move.
- Clearly identify the equipment, materials and tools required to conduct a commercial and office move, which will also become evident during a site visit.
- The number of vendor employees will be identified in advance and be required to wear identification displaying the moving company's name (such as identification badge, company uniform, T-shirt).
- Include specific dates and times for the move to occur and if there is a need for emergency in-transit storage or additional pick-ups that must be identified in advance.
- Many moves require the use of special heavy duty equipment to relocate cabinets, empty and/or filled which need to be identified during the site visit. Such special equipment has included inside office cranes that can lift and move file cabinets without damage.
- Identify the location of all special electronic equipment, fragile equipment, items of special value and requiring special professional handling. Proper packing and moving equipment for computer and computer related moves need to be clearly stated. The purchaser may request the vendor to identify their experience moving computer and computer related equipment. The purchaser will identify when they will disconnect and unplug all computer cables and plugs to all computer and computer related equipment prior to the move.
- Separate agreements are suggested covering specialty moving services: antiques, large musical instruments (such as harps or pianos), museums, libraries, rigging, and reassembly/reinstallation by a manufacturer certified technician either as prime movers or through sub-contracting of movers who specialize in these services. Sub-vendors will be held to the same rates as the prime movers.
- Services that include emptying and packing contents of bookcases, storage cabinets and racks at the point of origin with reversing the process at the final destination must be clearly stated and identified. This should also include costs for disassembling shelving and related cabinets with all hardware securely attached without damage to the surface of the shelving or cabinets.
- Identify if it is a requirement for moving location numbers to be assigned and attached, without surface damage, to all items being moved that aligns with destination building floor layouts.
- Be clear as to the responsibilities for Permit and Regulatory Requirements with vendor certifying that they will obtain the necessary permits and licenses related to moving services and operations, including any special permits for moving on Saturdays, Sundays, or Holidays, if necessary. Applicable costs for each required permit will be identified within the total quote provided for the service.
- The purchaser should specify that vendors secure permits, and identify any and all proprietary regulations and restrictions, such as, but not limited to, individual Building Work Permits for all State buildings.
- Clearly identify the Risk of Loss and Insurance with necessary precautions and safeguards to prevent personal injury and property damage while performing services under the contract.
- Emphasize that it is the vendor's responsibility to ensure that their operations are conducted in a safe and secure manner at all times. The vendor will be responsible to replace/repair, at the purchaser's sole option, any property damage(s) made during contract performance.
- Specify that the Commonwealth of Massachusetts is self-insured and is not itself purchasing additional insurance under the name of the purchaser or the Commonwealth. Departments are prohibited from insuring Commonwealth property under M.G.L. c. 29, § 30 absent specific legislative authorization. This

means that a department is prohibited from insuring its property or equipment from damage or loss. In addition to being prohibited from insuring its own property, a department may not insure property it does not own. In the event that a purchaser needs additional insurance coverage than what is provided by a Vendor and in order to adequately insure the value of the assets being moved (for example computer servers), then the purchaser is authorized to pay a higher premium for the VENDOR TO INSURE the assets for loss and replacement and NOT for the Commonwealth to purchase a separate policy in the name of the Commonwealth. Vendors must offer this additional higher premium coverage and provide a certificate of insurance to the purchaser.

- State in the SOW that an itemized Bill of Lading is to be prepared for every shipment transported, this will be the same as shown on the order for service. Once received the Bill of Lading will be reviewed and approved by the purchaser prior to loading of the goods verifying the following:
 - Vendors Name and Address and responsible contact person
 - Vendors Telephone numbers during work hours and emergency after hours
 - Purchaser Name, Address, and telephone number of responsible contact person
 - Services ordered and amount charged

Worthless (Scrap) Furniture Removal

All state agencies must first submit a list of their worthless equipment to the Commonwealth of Massachusetts State Surplus Property Office (SSPO), Operational Services Division, One Ashburton Place, Room 1017, Boston, MA 02108, Phone: 617-720-3300 Fax: 617-727-4527 for permission to dispose and follow all SSPO policies and procedures before identifying surplus furniture as scrap. Agencies are asked to first complete the Scrap Furniture Disposal Form and provide the vendor with a copy of this form prior to receiving a written estimate from the vendor.

Local municipalities or other non-state entities do not have to write to SSPO prior to the removal of their worthless items by a service.

Additional Statement of Work (SOW) Considerations for Scrap Removal

- Details of the responsibilities of the services to be rendered for Worthless (Scrap) Furniture Removal should be included within a Statement of Work (SOW) as identified above for all moving services for specific services, identification of items, site visit, cost estimates, etc.
- Additional details will include a written report explaining where and how the surplus furniture will be disposed of (i.e. recycled, sold-off, or destroyed). It is desirable that as much of the scrap as possible be recycled.
- Be sure that the total quoted cost includes specific language that the vendor will remove, pack, and incur all freight costs with the transport of all scrap office furniture.
- To avoid potential additional costs such as overtime, it is suggested that the purchaser specify that the removal of scrap office furniture will take place during the facility's regular work hours.
- Clearly state that the vendor will take all office furniture listed on the Scrap Furniture Disposal Form. The Vendor will not be allowed to remove only the furniture that looks desirable and leave the remainder.

Recycling

A purchaser may work with their vendors to secure recycling under the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC33 or a successor SWC.

Where to Find Contract Information on COMMBUYS

To find in depth Master Blanket Purchase Order (MBPO) information: on the COMMBUYS, login page click on the "Contract & Bid Search" link, click the Contracts/Blankets button, enter contract number (three letters two digits) in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled "Header Major Status" – if so, use the dropdown menu to select "3PS-Sent), then all users click

the “Find It” button, to see all MBPO’s. You will see the MBPO’s listed above for the four categories. If you see a “vCurrent” MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO’s.

Strategic Sourcing Team Members

Name	Organization	Email Address
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Scott Seiler	Department of Workforce Development	scott.seiler@state.ma.us

Vendor List and Contract information

The available contractors are listed below. Supplier involvement in the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), & Prompt Pay Discount (PPD):

Vendor	Contact	Phone #	Email	OSD Program
ABC Moving & Storage	Telly Sbat	800-633-6000 x731	telly@abcmoving.com	SBPP, EPP, SDP, PPD 5%-10, 4%-15, 3%-20, 2%-30
ABC Moving Services	Sam Graves	617-625-6683	sam.gravesjr@abcmoving.biz	EPP, SDP, PPD 1%-10
A.Walecka & Son, Inc.	Thomas Muldoon	800-221-2158	tomm@awalecka.com	EPP, SDP, PPD 2.5%-10, 2%-15, 1.25%-20
EA Spry & Co Inc. (Spry Moving)	Richard Spry	781-933-8250	rickspry@sprymoving.com	SBPP, EPP, SDP, PPD 1%-10
Roger Sitterly & Son, Inc. (Sitterly Movers)	Rod Sitterly	800-533-1171	info@sitterlymovers.com	SBPP, EPP, SDP, PPD 3%-10, 2%-15, 1%-20
Spike Inc. (Olympia Moving & Storage)	Michael Gilmartin	617-231-1227	mgilmartin@olympiamoving.com	EPP, SDP, PPD 2%-10, 1%-15
Sterling Corporation	Scott Reiland	781-844-0759	sreiland@sterlingmail.com	EPP, SDP, PPD 2%-10, 1%-15
Wakefield Moving & Storage	Randy Davekos	978-360-8152	rdavekos@wakefieldmoving.com	SBPP, EPP, SDP, PPD 3%-10, 2%-15, 1%-20
William B. Meyer, Inc	Ted Kennedy	800-873-6393 x100	tkennedy@williambmeyer.com	EPP, SDP, PPD 1.5%-10, 1%-15, 0.5%-20
William Lowe & Sons	William Lowe	617-242-8600	lowemovers@meganet.net	SBPP, EPP, SDP, PPD 2%-10, 1.5%-15, 1%-20, 1%-30
William Walsh, Inc. (Walsh Movers)	William Walsh	617-620-8953	bill@walshmovers.com	SBPP, EPP, SDP, PPD 2%-10, 1.5%-15, 1%-20